

B L Seamon Corporation
9001 Edmonston Road, Suite 200
Greenbelt, Maryland 20770
(301) 577-0244 phone
(301) 577-6856 fax
www.blseamon.com

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

**Advertising & Integrated Marketing Solution
Schedule 541**

Contract Number GS-23F-0157K

Contract Period – March 23, 2010 – February 28, 2015

Special Item Numbers (SINs) Offered

541-4d Conference, Events and Tradeshow Planning Services
541-1000 Other Direct Costs

Business Size: Small Disadvantaged Business, HUB Zone Certified

1a. Special Item Numbers (SINs)

The SINs listed below are covered by this price list. Labor rates for services provided under these CLINs are in Attachment 1.

541-4D Conference, Events and Tradeshow Planning Services (Small Business Set-Aside)

Services include the making of all necessary arrangements for conferences, seminars and trade shows. Event-marketing services may include but are not limited to the following services for a show, event and/or booth:

Project Management

Coordination and implementation of third party participation

Collection management of third party payment for participation

Liaison support with venue

Audiovisual and information technology support

Topic and speaker identification

Site location research

Reservation of facilities

On-site meeting and registration support

Editorial services

Automation and telecommunications support

Design and editing productions

Mailing and other communication with attendees including pre-post meeting mailings/travel support and computer database creation

541-1000 Other Direct Costs

1b. Lowest Priced Model Number

Not applicable

1c. Hourly Rates and Labor Categories

See Attachment 1

2. Maximum Order

The maximum order limit for this contract is \$1,000,000 per SIN and \$3,000,000 per order.

3. Minimum Order

The minimum order for this contract is \$100.

4. Geographic coverage (delivery area)

The geographic scope of this contract is domestic 50 states, District of Columbia, Puerto Rico, U.S. Territories and to CONUS port or consolidation point for orders received from overseas activities.

5. Point(s) of production (city, county, and State or foreign country)

Current B L Seamon locations are listed below:

Location	Address
Corporate Headquarters	9001 Edmonston Road, Suite 200, Greenbelt, MD 20770
Atlanta Office	1170 Peachtree Street, NE, Suite 1200, Atlanta GA, 30309
New Jersey Office	90 Washington Valley Road, Bedminster, NJ 07921

6. Discount from list prices or statement of net price

Prices shown on Attachment 1 are GSA net.

7. Quantity discounts

1% for orders exceeding \$50,000.

8. Prompt payment terms

1% for payment within 15 days otherwise net 30.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

B L Seamon will accept Government purchase credit cards for purchase at or below \$3,000.00.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

B L Seamon will accept Government purchase credit cards for purchase above \$3,000.00.

10. Foreign items

Not applicable

11a. Time of delivery

B L Seamon will provide Conference and Event Logistics Solution as negotiated per negotiated order.

11b. Expedited Delivery

Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-day delivery

The schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements

Pursuant to Clause I-FSS-140-B, when feasible B L Seamon will accommodate urgent requirements.

12. F.O.B. point(s)

Destination

13a. Ordering address(es)

B L Seamon
9001 Edmonston Road
Suite 200
Greenbelt, MD 20770
Attn: Contracts Department
(301) 577-0244 Fax: (301) 577-6856

13b. Ordering procedures

- A. Online: <http://www.blsweb.net/hhsbpa/>
- B. Email: blsbpa.com
- C. Phone: (301) 577-0244 ext. 46 Jill Vanderweit

14. Payment address(es)

B L Seamon
9001 Edmonston Road
Suite 200
Greenbelt, MD 20770
Attn: Accounts Payable
(301) 577-0244 Fax: (301) 577-6856

15. Warranty provision

Standard commercial warranty.

16. Export packing charges (if applicable)

Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)

B L Seamon will accept Government purchase credit cards for purchases above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable)

Not applicable

19. Terms and conditions of installation (if applicable)

Not applicable

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)

Not applicable

20b. Terms and conditions for any other services (if applicable)

Not applicable

21. List of service and distribution points (if applicable)

Not applicable

22. List of participating dealers (if applicable)

Not applicable

23. Preventive maintenance (if applicable)

Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduce pollutants)

Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <http://www.Section508.gov/>.

B L Seamon Corporation's web department ensures compliance with Section 508 of the Americans with Disabilities Act. 508 compliance is a standard operating procedure for any Web site BLS develops. All Web sites undergo rigorous testing via our 508 compliance tool. Web sites are not launched until 100 percent compliance is achieved.

25. Data Universal Number System (DUNS) number

B L Seamon - 781844808

26. Notification regarding registration in Central Contractor Registration (CCR) database

B L Seamon registration in the CCR database is current.

27. GSA Contract Administrator

Toni Lovings
Accounting Manager
B L Seamon Corporation
(301) 577-0244 ext. 5100
tlovoings@blseamon.com

Attachment 1
3/1/10-2/28/11

B L Seamon GS-23F-0157K

GSA Labor Categories	GSA Rate
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Sr. Project Director	\$130.76
Project Director	\$ 94.29
Project Manager	\$ 80.20
Project Coordinator	\$ 57.58
Project Assistant	\$ 49.66
Administrative Support	\$ 39.42

GSA Other Direct Costs

<u>Component</u>	<u>Not-to-Exceed</u>
Audiovisual Equipment	\$75,481.04
Coffee Breaks/Refreshments	\$11,483.16
Consultants	\$192,000.00
Courier	\$689.27
Duplicating	\$15,033.61
Equipment Rental	\$1,663.13
Exhibit Booths	\$80,500.00
Food/Receptions	\$116,250.00
Honoraria/Speaker Fees	\$94,000.00
Long Distance Telephone	\$866.86
Meeting Room Rental	\$100,814.10
Badges	\$311.66
Other Reimbursable Exp.	\$910,000.00
Postage & Mailing	\$14,104.81
Printing	\$8,644.57
Registration Fees	\$3,585.57
Shipping	\$3,099.65
Signs	\$27,231.40
Supplies	\$11,534.09
Temporary Help	\$2,314.92
Transcription Services	\$22,960.00

Definitions of Labor Categories

Labor Category <i>Minimum Education, Related Work Experience Description</i>	GSA Hourly Rate
	3/1/2010 - 2/28/2011
Sr. Project Director	\$130.76
<p><i>Bachelors Degree or equivalent; Masters Degree Preferred; 10 or more years related logistics/conference planning experience with a minimum of 8 years of management experience required</i></p> <p>Corporate Monitors are members of the Senior Leadership team and provide strategic oversight related to the overall delivery, quality, and level of excellence of services provided by B L Seamon. Corporate Monitors will also ensure that the staff deliver superior customer service, on time and within budget using established department and company systems and processes.</p>	
Project Director	\$94.29
<p><i>Bachelors Degree or equivalent; 7 or more years of related logistics/conference planning experience with a minimum of 5 years of management experience required</i></p> <p>Senior Management personnel with extensive experience in planning and managing the events and managing the full Statement of Work for the event. This position has corporate level management experience that reflects an ability to command organization resources and direct staff within the broader organization.</p>	
Project Manager	\$80.20
<p><i>Bachelors Degree or equivalent; 5 or more years of related logistics/conference planning experience with a minimum of 3 years of management experience required</i></p> <p>Senior technical personnel acting in a management or supervisory role with extensive experience in conducting the events and general skills necessary to coordinate delivery on the full Statement of Work for the event.</p>	
Project Coordinator	\$57.58
<p><i>High School Diploma with Bachelors Degree preferred; 3 or more years of related logistics/conference planning experience</i></p> <p>Specialists in the management of the logistics and materials needed to support the events and the needs of the participants. These individuals are capable of carrying out independent assignments with minimum supervision.</p>	
Project Assistant	\$49.66
<p><i>High School diploma with Bachelor's Degree preferred; minimum of 3 years of related experience OR Bachelor's degree in hospitality, event management or related field OR equivalent combination of education and experience</i></p> <p>Support staff member providing logistical, high level administrative, and customer service responsibilities. The Project Assistant will independently perform conference related tasks as assigned and may be responsible for drafting materials or initiating certain activities.</p>	
Administrative Support	\$39.42
<p><i>High school diploma with Bachelor's degree preferred; minimum of 1 year clerical, administrative or inventory control related experience</i></p> <p>Support staff member providing administrative and customer service responsibilities. The Administrative Support team member will independently perform administrative tasks related to conference and logistics needs.</p>	

